

CIVIL AIR PATROL  
Headquarters, Pacific Region  
28735 Grumman Drive  
Eugene OR 97402-9542

PACIFIC REGION SUPPLEMENT 1  
CAPR 62-1, 1 MARCH 1991

1 NOVEMBER 2002

## **Safety**

### **CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

This supplement to Civil Air Patrol Regulation 62-1 dated 1 March 1991 prescribes additional responsibilities of all Civil Air Patrol (CAP) personnel within the Pacific Region as applicable to the control and management of CAP safety programs and management. The additions prescribed herein are mandatory for all units within the Pacific Region. Suggestions for modification and improvements for the CAP Safety Program within this Region should be forwarded through the chain of command to Pacific Region Headquarters PCR/SE.

#### **SUPPLEMENT CONTENT**

	<b>Para</b>	<b>Type Change</b>
SECTION A---GENERAL		
Responsibilities	1-b	Addition
SECTION B---ACCIDENT PREVENTION		
Manning	2-a	Addition
Safety Education	2-b	Addition
Local Policy Guidance	2-d	Addition
Pilot Proficiency Program (PPP)	8	Addition

//s//

JOHN P. HALL, Lt Col, CAP  
Director of Administration

//s//

PHILLIP S. GROSHONG, Colonel, CAP  
Commander

#### **Attachments:**

- |                                    |     |
|------------------------------------|-----|
| 1. WING SAFETY OFFICER GUIDELINES  | New |
| 2. WING QUARTERLY SAFETY REPORT    | New |
| 3. MOTOR VEHICLE POLICY, "CHECK 6" | New |

Supplements CAPR 62-1, 1 March 1991

OPR: PCR/SE

Distribution: In accordance with CAPR 5-4.

**SECTION A GENERAL (Added)**

1.
  - b. **Responsibilities.** In addition to other CAP regulations and manuals, the Wing Safety Officer should use Attachment 1 (Wing Safety Officer Guidelines) as an outline for performing the duties of safety officer.

**SECTION B ACCIDENT PREVENTION (Added)**

2.
  - a. **Manning.** *All wing commanders* will ensure that the Wing Safety Officer is a well-qualified individual who will actively pursue the duties prescribed in CAPR 62-1 and CAPM 20-1. When a Wing Safety Officer is unable to perform the duties in the prescribed manner, a new Wing Safety Officer shall be appointed immediately and notification of the change shall be forwarded to PCR/SE.
    - (2) If not previously completed, the Wing Safety Officer will, at the time of his/her appointment, enroll in the Extension Course Institute CAP SAFETY OFFICER Course and complete the course in a timely manner.
    - (3) If not previously registered in the CAP Safety Specialty Track, the Wing Safety Officer will add it to his/her training regimen. Further, he/she will confer annually with the Wing/CC to outline plans for advancing in the specialty track to the level of Trainee, Technician, Senior and, eventually, Master.
  - b. **Safety Education.**
    - (2) Quarterly Activity Reports. All Wing Safety Officers shall submit a form PCRSE-1, attachment 2, PCR Supplement 62-1 (WING QUARTERLY SAFETY REPORT) to PCR/SE not later than 30 days after the close of the reporting quarter. This attachment shall be reviewed and signed by the wing commander. Negative reports will not be accepted.
  - d. **Local Policy and Guidance.**
    - (1) Motor vehicle safety. Attachment 3 to this supplement outlines the "CHECK 6" policy. A copy of this attachment shall be included in the operations manual in every CAP vehicle in Pacific Region. Copies of this attachment shall be made available to all drivers of personally owned vehicles that are being officially used in CAP activities.
8. **FAA Wings PPP (pilot proficiency program)**

In addition to complying with the provisions of this paragraph, the Wing Safety Officer will furnish PCR/SE, at the end of each calendar year, a list containing the name and grade of CAP pilots who have completed the (PPP) FAA Wings program. The report will include each pilot's level of achievement and be delivered to PCR/SE not later than 15 February of the next year.

Pacific Region Headquarters will annually recognize one of its Wings with a special honor. This award will involve *only current (calendar year) CAP Form 5 pilots*. The award will go to the wing whose FAA Wings program award recipients constitute the highest percentage of its total pilots. (FAA Wings pilots divided by the total number pilots, multiplied by 100 and carried to as many decimal places required to determine the highest percentage.)

### **Wing Safety Officer Guidelines**

*These guidelines closely follow the Compliance Inspection checklist which will be used to evaluate your wing's Safety Program*

#### **1. Responsibilities**

a. Prepare, for the Wing Commander's signature, a supplement to CAPR 62-1 addressing the FAA Wings PPP (pilot proficiency program).

(1) Establish a system to monitor the FAA Wings Program.

b. Assist subordinate unit commanders in the development and conduct of accident prevention program letters, reports, bulletins, directives

c. Establish a separate Safety Program bulletin board.

#### **2. Manning**

a. Maintain a subordinate unit safety officer roster at the wing.

b. Encourage pilot safety officers and assistants to become FAA safety counselors.

#### **3. Safety Education**

a. Conduct monthly ground and flying safety briefings to include *The Sentinel*, CAP NHQ's safety bulletin, and other current safety topics.

b. Post *The Sentinel*, the NHQ Safety Bulletin.

c. Maintain safety meeting summaries and rosters for the previous 12 months.

#### **4. Safety Improvement/Hazard Reporting Program**

a. Ensure that CAP Forms 26 (CAP Safety Improvement or Hazard Report) are readily available.

b. Have FAA Forms 8740-5 (*Safety Improvement Report*) readily available.

c. Maintain a file of personnel trained in the use of CAPF 26 and FAA Form 8740-5.

#### **5. Accident Prevention**

a. Post any local directives or other forms of guidance published in the area of accident prevention.

b. Document evidence of coordinated activity with other safety-oriented organizations.

#### **6. Safety Surveys/Inspections**

a. Conduct an internal safety survey annually.

b. Establish a suspense system to ensure all inspection deficient items are corrected.

c. Forward copies of completed surveys to the next higher headquarters.

d. Ensure that the wing commander reviews safety surveys.

e. Assist the Wing/CC in developing procedures to monitor the internal safety survey program.

#### **7. Awards Program**

a. Establish a perpetual safety awards program within the wing.

b. Ensure that the previous year's Certificates of Achievement (CAPC 48) have been presented to qualified units.

#### **8. Accident Reporting**

a. Ensure that CAP Forms 78 and 79 are submitted for all applicable accidents within deadlines.

(1) See PCR Supplement 1 to CAPR 62-2.



### MOTOR VEHICLE SAFETY

All PCR personnel, will maintain maximum diligence and regard for the safe operation of motor vehicles by ensuring that all provisions of state vehicle codes and Civil Air Patrol regulations (see CAPR 77-1) are met. Additionally, drivers will adhere to the following items whenever backing or maneuvering a vehicle:

1. Guidance will be obtained from outside the vehicle for the safe backing and clearance from obstructions. The guide for the vehicle will at all times maintain safe clearance from the path of the vehicle for personal safety.
2. Whenever possible, vehicles will be backed into parking spaces to afford easy and clear departure.
3. The driver will walk completely around the vehicle, observing all obstructions or other hazards, prior to entering the vehicle for departure.
4. Safety vehicle decals ("CHECK 6") will be supplied to all Wings in PCR.

**Check 6** decals will be applied to all corporate owned vehicle's dash panel or any other place that will afford the driver of the vehicle full view when seated at the driving position of the vehicle.

Whenever a vehicle mishap occurs involving the provisions of this attachment, each item enumerated above must be addressed in the CAPF 78.

None of these provisions will apply whenever in opposition to local, state or highway codes, statutes or ordinances.